

## Interview Dos and Don'ts

### **Do:**

- Dress professionally.
- Drive to the interview location the night before to make sure you know how to get there and how long your travel time will take.
- Arrive 10 minutes early.
- Treat everyone at the location with respect, especially the receptionist and assistants. Their opinions of prospective employees are often solicited by hiring managers.
- Have a firm handshake, and make eye contact with everyone you meet.
- Listen and take notes.
- Give thorough answers with specific examples to each question.
- Ask for clarification if you do not understand a question.
- Give specific examples whenever possible.
- Be honest.
- Act interested in the job at all times.
- Have a positive attitude throughout the entire interview.
- Ask intelligent questions.
- Write a thank-you note, and mail it within two days of the interview.

### **Don't:**

- Be late.
- Smoke before the interview, wear heavy perfume/cologne, or chew gum.
- Fidget in your seat or slouch.
- Make excuses or lie.
- Make any negative comments about others, including previous employers/bosses.
- Bring up salary in the first interview.
- Act desperate for a job.
- Take your cell phone into the interview.
- Take your parents/spouse/friend to the interview. They should wait in the car, not the lobby.
- Allow job-search frustrations or burnout to enter into the interview.
- Be too casual in the interview.
- Use curse words or slang.
- Answer questions with just a "yes" or a "no"